

**Internal Quality Assurance Cell (IQAC)**

**Composition – Academic Year 2023–24 (EVEN Semester)**

**Minutes of the Meeting (Q2 – AY 2023-24)**

**Date:** 02/04/2024

**Time:** 2.30 PM to 3.30 PM

**Venue:** Board Room

**Members Present**

1. Dr. A. Ramesh – Principal
2. Dr. S. Neethi – Dean (Curriculum Development & Enrichment)

**Coordinators from Departments**

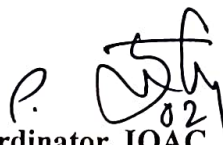
3. Dr. N. Kandavel – CSE
4. Mr. G. Senthil Kumar – CSBS
5. Mr. V. Ramachandran – IT
6. Mrs. K. Uma Haimavathi – BME
7. Dr. P. Vasanthi – Civil
8. Dr. R. Shankar – EEE
9. Dr. J. Jai Jaganath Babu – ECE
10. Dr. Sathyamoorthy – Mech
11. Mr. N. Vinoth – MCT

**Agenda & Key Decisions**


**Key Academic Decisions & Updates**

- **Academic Schedule:** Semester activities were reviewed and finalized. Feasibility of adherence and contingency plans were discussed.
- **Academic Audit:** Scheduled on 29.04.2024 to review notes of lessons, lesson plans, and question banks.
- **OBE & CO-PO Attainment:** A session is planned for August. Departments are tasked with improving CO and PO attainment targets.

- **Committee Reconstitution:** All committees and clubs have been restructured for the current academic year.
- **Examination Automation:** Approved digitization of question papers and automation of seating arrangements for both internal and end-semester exams.
- **NBA Accreditation:** PG programs congratulated for achieving NBA accreditation.
- **Placements:** 958 offers reported. HoDs are requested to intensify training efforts for upcoming batches.
- **Conferences:** Each department will organize a conference by **December 2024**.
- **AI/ML Awareness:** A lecture on AI/ML placement trends is planned to guide students.
- **SIH Participation:** Departments to nominate more teams, building on past successes.
- **Achievements:**
  - Mechatronics department commended for securing **University First Rank**.
  - Four SIH teams appreciated for securing a total grant of **₹4 Lakhs**.
- **Professional Societies:** Reviewed status of scheduled events.
- **Research & Publications:** Faculty encouraged to enhance publication output. Plans initiated for institutional-level **Research Centre Recognition**.
- **Thrust Areas & FDPs:** Focus areas defined; relevant **FDPs and workshops** are being planned.
- **Core Projects:** Mandatory core course project to be implemented **every semester across all branches**.
- **Research Involvement:** HoDs to engage all faculty members in active research initiatives.

P.  02/4/2024  
Coordinator, IQAC



 21/4/24  
Principal

**Dr. A. RAMESH, M.E., Ph.D.**  
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